



## Join our team!

Greater Des Moines Habitat for Humanity is a faith-based mission-driven organization with 30 years of building homes, community, and hope in the greater Des Moines area. Would you like to be part of growing Habitat and the impact of our mission? Want to be part of an organization truly changing lives every day? Then we want to talk about you serving as the Residential Development Specialist.

As Greater Des Moines Habitat for Humanity's **Residential Development Specialist** you will be responsible for directing all property acquisition and development while held accountable to the Sr Director of Programs for strategic and operational decisions made with a focus on project feasibility, budgeting, and schedule.

### **Core Responsibilities:**

1. Land Acquisition Strategy and Plan
  - Create and maintain a 3-to-5-year property inventory and coordinate with construction for a 1–2-year build schedule and budget
  - Design future communities in alignment with the strategic plan
  - Land budget creation and management
  - Continual cost analysis to improve per unit price of land
  
2. Acquisition and Divestiture of Property
  - Generate Site Analysis, Site Plan/Budgets and packages for land acquisition overseeing the lot identification to closing processes
  - Prepares financial and market analysis on a variety of properties to assess potential acquisitions or divestitures and negotiate transactions
  - Oversee and analyze feasibility items such as the preparation of environmental, archeological, survey and other necessary pre-purchase reports
  - Ensure that all parcels under consideration for purchase meet the program's standards for affordability, safety, and are free of issues that would impact the ability to build on the site in a reasonable time frame
  - Responds and track offers of donated property, as well as referrals, in a timely manner
  - Maintains accurate records reflecting the conditions and disposition of properties (title issues, code violations, etc.)
  - Assess Habitat fit, create work scope with acquisition and renovation budget and purchase houses for renovation and buybacks
  
3. Relationship Management

- Establish and maintain a working relationship with related vendors, i.e., title company, attorneys, engineering firms, real estate agents, city, etc.
- Work with local builders and developers to leverage opportunities for partnerships
- Traditional market transactions as well as creative collaboration with other organizations and a high focus of working with municipalities for land donations and partnerships to create affordable workforce housing stock
- Work closely with the Development team to solicit in-kind donations that pertain to the property acquisition and development and on matching grants to properties
- Collaborate with the construction team to coordinate construction project locations and schedules to most effectively transition turnover from Infrastructure installation to construction through project close
- Collaborate with Family Services to ensure that families are served with excellence through the selection process to home closing

#### 4. Site development

- Evaluate scope of work and feasibility of proposed sites
- Develop site plans
- Manage zoning, master development plan, platting and other required land entitlement processes.
- Bid and supervise development of all infrastructure.

#### 5. Home Closings

- Order any necessary appraisals including final construction.
- See that abstracts are created / updated as necessary.
- Request all title opinions and see all title issues are resolved in timely manner.
- Support the closing process team ensuring documents are prepared and updated
- Complete Title Guarantee in timely manner

#### **Requirements:**

- 3-5 years of land development experience - experience in land acquisition / divestiture and development in a production builder environment preferred
- Undergraduate Degree in Real Estate, Construction Management, Architecture, Engineering Business, or related field or equivalent years of direct experience required - MSRE or Master's degree preferred
- Residential Subdivision Development experience preferred
- High drive individual with demonstrable track record of independent achievement
- Experience in land zoning and entitlement a plus
- Be fully cognizant of real estate contracts, land purchasing and property management
- Knowledge of the Des Moines land market to include experience developing relationships and presenting to local landowners, civic officials, zoning officials, etc. is highly preferred

- Ability to analyze and exercise sound judgment, balancing a variety of perspectives to affect a positive outcome.
- Strong interpersonal, written communications and public speaking skills.
- Must be innovative, flexible and able to work independently.
- CAD experience preferred

Contact us today to start the conversation about how you can help us build homes, communities and hope!

Visit our website [www.gdmhabitat.org](http://www.gdmhabitat.org) for more information.